

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING
AMENDED

POSTING NUMBER: HR-0159

ISSUE DATE: December 3, 2013

TITLE: Regulatory Officer 4

CLOSING DATE: December 31, 2013

DIVISION/UNIT: Division of Local Government Services/Local Finance Board

LOCATION: 101 South Broad Street, Trenton, NJ
08625

SALARY RANGE: P26: \$63,564.71 - \$90,429.35

POSITION(S): 2

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under supervision of a supervisory official or other designated official of the Division of Local Government Services/Local Finance Board, assists with respect to regulatory matters, formal and informal, both legislative and quasi-judicial in nature, including matters related directly to administrative procedure and policy matters considered by the agency; does related work as required. Assists the supervisory official in activities with the Attorney General and members of the Department of Law and Public Safety. Assists supervisor in activities and functions involving the agency with all departments of state and local government. Assists in executing policies and procedures covering all investigations as directed by the agency. Participates in investigations conducted pursuant to the Local Government Ethics Law on behalf of the agency. Assists in the preparation of formal hearings conducted by the agency. Assists in the drafting, coordinating, and revision of opinions and orders that may be required to implement the statutory authority, powers, and duties imposed upon the agency. Assists in the review of formal decisions, orders, and reports to ensure: 1) their compliance with appropriate laws as they affect the administrative and regulatory functions of the agency, and 2) that they conform to established agency policy and precedents. Helps evaluate Initial Decisions issued by Administrative Law Judges that must be considered and decided by the agency. Drafts Decisions and Orders adopting or modifying Initial Decisions of Administrative Law Judges. Prepares formal reports. As assigned, advises the agency members and other supervisory officials in order to assure policy continuity and legal sufficiency insofar as all formal decisions are concerned. Recommends responses to informal inquiries regarding jurisdiction or policy of the agency.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.

EXPERIENCE: One (1) year of experience as an Attorney, or one (1) year of experience in the regulatory programs as a member of or associated with a public agency having jurisdiction over regulatory matters.

LICENSE: Appointee must be eligible to practice as an Attorney-At-Law in the State of New Jersey. Appointee must possess a current Certificate of Good Standing issued by the New Jersey Board of Bar Examiners, or other license to practice law issued by any State in the United States.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0159
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act, P.L. 2011, c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer